Code Enforcement
MECKLENBURG COUNTY
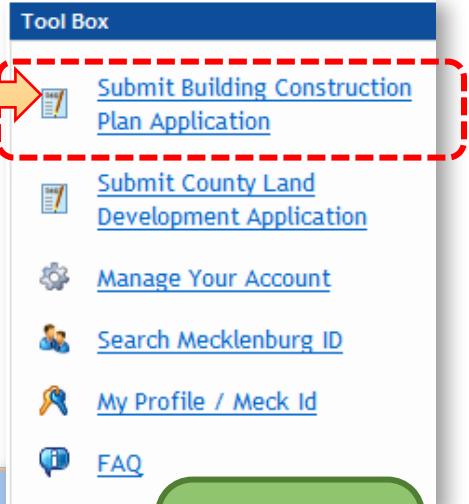
(980) 314-CODE www.meckpermit.com

Customer Guide:

Submitting a Project Application in EPM

⏻ Log on to the EPM system …

Important User Infor...
Internet Explorer 9 o...
higher. For best resu...
Chrome, Firefox, Safari, Opera, etc., and alternate PDF software.

❶ After logging in, at the upper right of the home page, click "Submit Building Construction Plan Application".

Tool Box

- 📝 Submit Building Construction Plan Application
- 📝 Submit County Land Development Application
- ⚙ Manage Your Account
- 👥 Search Mecklenburg ID
- 🔑 My Profile / Meck Id
- ❶ FAQ

❷ Once FORM PAGE opens, select the appropriate application form for your process (OnSchedule, Preliminary, RTAP) and download it locally so that you can complete (all red asterisked fields are required information) and save it before uploading.

MUST COMPLETE APPLICATION USING ADOBE ACROBAT READER 9 OR HIGHER.

Mecklenburg County, Electronic Plan Management

Download Application Form

To download the fillable PDF form, just click on a link below. We recomm... you use Adobe Acrobat Reader 9.0 or higher to open the form. You can type data into the form and save it on your computer. Once you ha... pleted the application form and know when your plans will be ready, you can submit it.

For a step by step guide to completing and submitting the new fillab... ... please click here.
Once you are on the EPM webpage, the training guide for the fillable ... ...atures are available at the bottom of the page.

Building Forms

Application Forms

Form	Version	Description	Size
OnSchedule.pdf	6.0 (05/12/2015)	Use this form if you are submitting an OnSchedule, Express, Mega or Cha... Mecklenburg School Project.	...6 KB
Preliminary.pdf	5.0 (04/21/2015)	Use this form if you are submitting a request for a pre...inary meeting.	602 KB
RTAP.pdf	5.0 (04/21/2015)	Use this form if you are submitting a revision to an ap...ed plan.	602 KB
SheetIndex.xlsx	3.0 (7/23/2014)	Sheet Index File	

Applications and Sheet Index. Download as needed.

A step-by-step module to completing a project application can be viewed on the Plan Review/EPM page of the Code Enforcement website.

Other Forms / Documents

File Name	Version	Description	
Backflow Service Application.pdf	(01/28/2012)		3...
EPS EPR Packaging of documents.pdf	(01/28/2012)		2...
Preliminary Review Building Code Analysis.pdf	(07/06/2012)		44...
Sample Preliminary Review Agenda.pdf	(07/06/2012)		89 KB
Food_Service_Plan_Review_Checklist.pdf	(10/22/2014)		118 KB
Food_Service_Plan_Review_Application.pdf	(10/22/20...		...
AppendixB2012.pdf	(04/15/20...		
Self-Gatekeeping Checklist.pdf	(07/03/2015)		
Building Permit Application.pdf	(07/11/2015)		
Electrical Permit Application.pdf	(07/11/2015)		
Mechanical Permit Application.pdf	(07/11/2015)		
Plumbing Permit Application.pdf	(07/11/2015)		
Address Verification.pdf	(02/03/2016)		

Supporting documentation templates and forms. Download as needed.

❸ **SUBMIT APPLICATION:** After completing and saving the application, come back to this FORM PAGE. Select your application using the BROWSE button and then UPLOAD.

As EPM processes the application you will be asked if "Ready to upload project files". It is not necessary to upload the project files at this point. Your application is accepted once the system assigns a project number and opens an ACTIVE project tab on the dashboard.

Upload Application Form

Application Form: * [_____] [Browse...]

[◀ Back] [Upload ◀]

If EPM finds errors or omission as it processes the application, you will get specific feedback on the defects. Make note of the errors. Return to your saved form to make corrections. Save the changes and re-upload until all errors are resolved.

❹ Once an application is accepted it is processed through ESTIMATION and assigned a PROJECT COORDINATOR for scheduling. Keep an eye on project dashboard for a tentative schedule from your coordinator within 1-2 business days.

DON'T FORGET TO "ACCEPT" THIS TENTATIVE SCHEDULE (within 48 hrs. of notice).